



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



DATE: September 8, 2020
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Telework Policy

Please find a draft version of a Telework Policy. As a result of the pandemic earlier this year, it became apparent that the City could benefit from allowing employees the ability to work from home in certain instances. The recommendation is to approve the attached Policy so that we are prepared to offer telework to our employees if necessary in the future.

Also attached for your reference, please find the recently approved work from home guidelines being used at the Library.

Thank you.